



## Deputy Director

### Job Description and Person Specification

<b>Job Title:</b>	Deputy Director
<b>Location:</b>	Initially home-based; open to office-based, home-based or hybrid working arrangements from anywhere in the UK, with a preference for the nation/regions with an existing Asylum Matters base (North East, North West, Wales, West Midlands, Yorkshire & Humber)
<b>Hours:</b>	Full time (35 hours per week)
<b>Salary:</b>	£42,750 per annum
<b>Leave:</b>	28 days per annum
<b>Contract:</b>	Permanent
<b>Reporting to:</b>	Director
<b>Closing date:</b>	9am, Thursday 28 September 2023
<b>Interview date:</b>	Friday 13 October 2023

Asylum Matters is looking for a dynamic leader committed to upholding the rights of people seeking asylum.

Our team of eight staff is geographically dispersed across the UK. We are a charity that campaigns locally and nationally, in close collaboration with an extensive network of partner organisations, to advocate for progressive change on a range of issues that affect people in the asylum system in the UK. These include the impact of the Government's new anti-refugee laws; unsuitable asylum accommodation; and enforced poverty. We co-lead the award-winning [Lift the Ban](#) coalition campaign, that brings together over 300 organisations calling for the right to work for people seeking asylum.

Asylum Matters was established in 2016 and became an independent charity in 2021, and plays a significant role in efforts to defend the right to seek asylum in the UK and to bring about positive change for refugees and people seeking safety here. We are a convenor and facilitator of collaboration and joint action. Our work connects the local with the national, helps strengthen collective advocacy on asylum reform and ensures it is informed by the reality on the ground.

We are looking for an experienced campaigner, advocate and leader, with the skills and experience to effectively manage people, teams and programmes of work and to develop and implement strategies to achieve real change locally and nationally. The successful candidate will have a commitment to working towards a fairer and more effective asylum system, and to empowering and working with those with direct experience of it. They will be proactive, able to identify influencing opportunities and rapidly mobilise support to respond to them. They will also be a highly effective communicator, able to represent the organisation externally, build strong working relationships and close collaboration and manage various communication channels.

We are particularly keen to hear from people with lived experience of the UK asylum system and anyone with lived experience who meets the essential criteria will be guaranteed an interview. The successful candidate must have the right to work in the UK.

## **Job Description**

### **Advocacy and Campaigning**

- Lead the planning, delivery, monitoring and evaluation of agreed national campaigns, proactively identify influencing opportunities and mobilising support around them in order to bring about policy and/or practice change;
- Engage with national, regional and local partner organisations, within and outside of the migration sector, to ensure good coordination, strong collaboration and maximise the impact of joint actions;
- Maintain and strengthen Asylum Matters' existing network of partner organisations and its role as a resource for partners, providing regular information updates, convening meetings and offering training and support to enhance their campaigning capacity and participation;
- Actively support and enable the participation, contribution and leadership of people with lived experience of seeking asylum in Asylum Matters' campaigns;
- Working with the Director, the staff team and partner organisations to ensure regular engagement with target local and national decision makers (e.g. relevant Ministers, MPs, officials, councillors, etc.) and other key influencers;
- Represent Asylum Matters in external meetings, events, coalitions and forums;
- Oversee, support and where agreed led Asylum Matters' communications, including web and email content, local and national media, social media, reports and briefings, and the design and production of resources;
- Undertake and commission research and policy work to support local and national advocacy initiatives, and ensure the team holds considered policy positions and clear policy change objectives;
- Undertake any other relevant duties, in line with the responsibilities of the post.

### **Line Management**

- Provide direct line management to three Campaigns Managers, and support the team to deliver local, regional and national campaigns plans, including travelling to regional bases to support staff in the delivery of events, activities and meetings;
- Support staff in their development, including setting objectives, conducting regular 1:1s and annual performance reviews and identifying any training or other support needs;

- Ensure smooth coordination and communication within the Asylum Matters team, including convening regular team calls and meetings to agree campaign priorities, develop integrated campaign plans, ensure ongoing monitoring and undertake evaluations to capture learning;
- Maintain a strong team culture where staff members actively encouraged to share feedback, knowledge and learning and contribute to organisational development and decisions.

## **Governance and Organisational Management**

- Together with the Director, lead and develop Asylum Matters in line with its organisational strategic objectives;
- Together with the Director, lead the implementation and monitoring of Asylum Matters' Equity, Diversity and Inclusion strategy, including actively embedding an anti-racism approach and further develop across all aspects of the organisation work with people with lived experience of the UK asylum system;
- Support the board of trustees and where required individual trustees in their governance work, including arranging and attending board meetings and any meetings of board subcommittees, and supporting the Director to draft reports and provide information for trustees;
- Support the development and implementation of Asylum Matters' fundraising strategy to ensure that the charity has a sufficient funding base to sustain its work and its staff, including supporting the Director in liaising with funders and producing funding applications and reports;
- Where required support the Director, Treasurer and Finance and Administration Officer in agreeing budgets and overseeing and approving expenditure.

## **Person Specification**

### **Essential**

1. Experience in a leadership position in the charity sector and track record of successfully managing complex programmes of work;
2. Experience of effectively managing and empowering staff, and supporting the development of a team;
3. Knowledge and understanding of all levels of government in the UK, particularly as they relate to asylum;
4. Experience of developing and implementing campaign or advocacy strategies to achieve positive changes in policy and/or practice;

5. Proven ability to build strong partnerships, work collaboratively, manage broad-based coalitions and maintain positive working relationships with individuals and organisations;
6. Ability to write clear, concise and compelling copy for campaigns materials and actions, reports, briefings, media and digital content;
7. Excellent oral communication skills, including the ability to design and deliver presentations and talks to a variety of audiences;
8. Proven ability to think strategically, solve problems and lead decision-making;
9. Ability to be proactive and flexible and to work independently;
10. Understanding of and commitment to the values and aims of the charity;
11. Ability to travel within the UK.

### **Desirable**

12. Direct experience of the asylum process or of working with people seeking asylum;
13. A good knowledge of how the asylum system impacts on people seeking asylum and refugees and experience of asylum-related policy, advocacy, campaigns or communications work;
14. Experience of fundraising and reporting to funders and donors;
15. Experience of managing budgets and overseeing spending;
16. Experience of working with the media, maintaining websites and using social media platforms.

### **Application process**

Please email a CV and a supporting statement (of no more than two pages) outlining how you meet each of the above person specification criteria to Ali Negyal at [ali@asylummatters.org](mailto:ali@asylummatters.org).

The closing date for applications is **9am, Thursday 28 September 2023**.

Interviews will be held via Zoom on **Friday 13 October 2023**.

Shortlisted candidates will be given interview questions and tasks in advance to ensure a fair and open recruitment process.

People with lived experience as a refugee and/or of the asylum system who meet the essential criteria for the role will be guaranteed an interview.

We are sorry that we are unable to provide feedback to candidates who are not shortlisted for interview.